

M e m o r a n d u m

Date: January 22, 2010

To: Castro Valley Area
Attention: Lieutenant L. M. Franklin

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Castro Valley Area was conducted several days during the month of April 2009.

In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 15 – 16, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 435 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 56 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	193	44.37%	23.96	24
Telecommunications	137	31.49%	17.00	18
Fleet	21	4.83%	2.61	3
Weapons	84	19.31%	10.43	11
Total	435			56

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 54 of the 56 items were located. Two items were sent to an off-site repair facility and were unavailable during the inspection. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 61 of the 62 items reconciled. One item requires a correction be made to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 22, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Castro Valley Area
Page 3
January 22, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Golden Gate Division
Fiscal Management Section
Telecommunications Section
Fleet Operations Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Castro Valley Area - 375
December 15 - 16, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
RADAR MOUNTED UNITS							
STALKER	103417					X	Item sent to repair, OnTrac receipt attached.
RADAR TRAFFIC MOUNTED*	110611					X	Item sent to repair, OnTrac receipt attached.
Scanner	R56075			X			Item removed from vehicle, located in Automotive office.
RADAR VEHICULAR TRAFFIC MONITOR*	T0324						Item also listed on Fleet Operations Section's property list.

*NOTE: One item is listed in two departmental databases.
The ICU general property list identifies the item by CHP number
and the Fleet Operations Section's property list identifies
the item by Equipment ID and License number.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Castro Valley Area - 375

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	103417	RADAR MOUNTED UNITS STALKER	DC9330				X	Item sent to repair, OnTrac receipt attached.
2	108624	TIMER REACTION ELECTRONIC HAND-HELD		X				
3	110607	RADAR TRAFFIC MOUNTED	040494	X				
4	110611	RADAR TRAFFIC MOUNTED	040732				X	Item sent to repair, OnTrac receipt attached.
5	120890	FAX MACHINE		X				
6	130620	ROUTER	JMX0724L2C0	X				
7	131570	DIGITAL CAMERA		X				
8	131572	LAPTOP	0031454144	X				
9	132892	CAMCORDER	1329209	X				
10	133132	CASSETTE RECORDER	BE3JD001170	X				
11	137569	HAND HELD RADAR UNIT	AS001640	X				
12	138009	CANOPY		X				
13	144839	DIGITAL 42" 1080 MONITOR		X				
14	146596	LIDAR, HANDHELD	UX015668	X				
15	147613	COMPUTER	2UA634177M	X				
16	155600	LAPTOP	0039338957	X				
17	155610	LAPTOP	0039338943	X				
18	156684	LAPTOP	0039354209	X				
19	156706	LAPTOP	0039338733	X				
20	158400	RECORDER DIGITAL VOICE		X				
21	159914	LIDAR SPEED ENFORCEMENT SYSTEM	TS000462	X				
22	92630	RECORDER CASSETTE	239161VLA	X				

LEGEND

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CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Castro Valley Area - 375

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
23	T0324	RADAR VEHICULAR TRAFFIC MONITOR	5HJ4K08133S010589	X					Item also listed on Fleet Operations Section's property list.
24	XRR0466	PAS DEVICE	18311	X					
EQUIPMENT TO INVENTORY LIST									
1	115405	RADAR UNIT	043089	X					
2	131571	PROJECTOR		X					
3	133131	CASSETTE RECORDER	BE3JD001163	X					
4	135374	PRINTER	USGNX48545	X					
5	139946	PRINTER	CNDXB16467	X					
6	141291	COMPUTER	2UB5420G0B	X					
7	141305	COMPUTER	2UB5420G08	X					
8	144964	COPIER DIGITAL MULTI-FUNCTIONAL	54101357	X					
9	145197	PRINTER COLOR LASERJET 3800N	CNWBD25287	X					
10	147615	COMPUTER	2UA634177T	X					
11	147631	COMPUTER	2UA634170C	X					
12	147635	COMPUTER	2UA6341707	X					
13	152345	COMPUTER	MXL7300VKB	X					
14	152346	COMPUTER	MXL7300VKZ	X					
15	152349	COMPUTER	MXL7300VMP	X					
16	156696	LAPTOP	0039338698	X					
17	156703	LAPTOP	0039338746	X					
18	158999	CAMERA		X					
19	164305	COMPUTER	MXL8320B53	X					

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**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Castro Valley Area - 375**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
20 164452	Uninterruptable Power Sour (SOURCE)	AS0820131768	X					
21 165385	PRINTER	CNDY329464	X					
22 92629	RECORDER CASSETTE	239170VLA	X					
23 92631	RECORDER CASSETTE	238565VLA	X					
24 XBJ011FX	MOBILE VIDEO RECORDER SYSTEM	ES23634	X					

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Castro Valley Area - 375

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R41077	Mobile Radio	1248435	9522556	X					
2	R42221	Mobile Radio		9541425	X					
3	R42672	Mobile Radio	1270458	9540886	X					
4	R43375	Mobile Radio	1215441		X					
5	R44066	Mobile Radio		9542661	X					
6	R46819	Mobile Repeater		1270428	X					
7	R47874	Motorcycle Radio	M9079	89A22	9524055	X				
8	R50363	Scanner	1248464	5000982	X					
9	R51373	Scanner		95004627	X					
10	R53331	Mobile Radio		1270431	9542006	X				
11	R62007	Hand-Held Radio	19358	402AWUG325	X					
12	R63319	Hand-Held Radio	12709	402AWY1029	X					
13	R64518	Hand-Held Radio	13872	402AWY6893	X					
14	R65694	Hand-Held Radio	18955	AREI-09	402AWY7733	X				
15	R68522	Hand-Held Radio	18308	402AXE8361	X					
16	R68873	Hand-Held Radio	16802	402AXE8914	X					
17	R70926	Battery Charger - Radio			X					
18	R72035	Analyzer/Conditioner - Radio			X					
EQUIPMENT TO INVENTORY LIST										
1	R41424	Mobile Radio		1270428	9540062	X				
2	R44341	Mobile Repeater	1270458	7545906	X					

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CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Castro Valley Area - 375

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
3	R45407	Mobile Repeater	spare		7625908	X					
4	R49854	Public Address Amplifier			7106	X					
5	R5012	Motorcycle - Repeater	M9079	89A22	T00012	X					
6	R56075	Scanner	1248435		55002735	X					Item removed from vehicle, located X in Automotive office.
7	R61459	Hand-Held Radio	18938	ARE1-08	402AWUF184	X					
8	R62211	Hand-Held Radio			402AWW5198	X					
9	R62846	Hand-Held Radio	19680	CTC 1-09	402AWW5906	X					
10	R64028	Hand-Held Radio	17131		402AWY1359	X					
11	R65387	Hand-Held Radio	19204		402AWY7003	X					
12	R68192	Hand-Held Radio	18303		402AXE8480	X					
13	R70463	Battery Charger - Radio				X					
14	R70555	Battery Charger - Radio				X					
15	R70678	Battery Charger - Radio				X					
16	R70735	Battery Charger - Radio				X					
17	R70842	Battery Charger - Radio				X					
18	R70856	Battery Charger - Radio				X					
19	R72112	Analyzer/Conditioner - Radio				X					
20	R78833	Control Head - Motorcycle	M9079			X					
21	R84249	Control Head - Motorcycle	M9361	93A54		X					
22	R86871	Telephone System				X					
23	R87154	Hand-Held Radio	17530		402TCS2415	X					
24	R94194	Scanner		1270428	320Z44002824	X					
25	R95332	Control Head - Mobile	1248464			X					
26	R98282	Control Head - Motorcycle				X					

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ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
375	1204839	1204839	ENFORCEMENT SEDAN	2005	FOR	CRNVIC	375
375	1215416	1215416	ENFORCEMENT SEDAN	2005	FOR	CRNVIC	375
375	Y 1215441	1215441	ENFORCEMENT SEDAN	2005	FOR	CRNVIC	375
375	Y 1215570	1215570	ENFORCEMENT SEDAN	2006	FOR	CRNVIC	375
375	1240110	1240110	ENFORCEMENT SEDAN	2006	FOR	CRNVIC	375
375	1240167	1240167	ENFORCEMENT SEDAN	2007	FOR	CRNVIC	375
375	1248042	1248042	ENFORCEMENT SEDAN	2007	FOR	CRNVIC	375
375	Y 1248435	1248435	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	375
375	1248464	1248464	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	375
375	1248627	1248627	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	375
375	1249957	1249957	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC	375
375	Y 1270428	1270428	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	375
375	1270431	1270431	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	375
375	Y 1270458	1270458	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	375
375	3QDY885	Y 5LMC783	COMMANDER VEHICLES	2005	FOR	CRNVIC	375
375	M9079	Y E89A22	ENFORCEMENT MOTORCYCLE	2004	BMW	R1150RT	375
375	M9361	Y E93A54	ENFORCEMENT MOTORCYCLE	2004	BMW	R1150RT	375
375	M9655	3000462	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	375
375	Y T147	E17716	TRAILERS	1990	UNK	MOTOR TRLR	375
375	T249	E17245	TRAILERS	1999	UNK	RADAR TRLR	375
* 375	Y T324	1171583	TRAILERS	2003	DIS	RADAR TRLR	375

Page Number: 1

If vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDER'S SIGNATURE: _____

* ITEM ALSO LISTED ON THE ICL GENERAL PROPERTY INVENTORY LIST.

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ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
375 - Castro Valley

November 16, 2009

Officer Issued Weapons

Issued to officer

ID# Last NameFirst NameSer#Control#Comments

LEGEND

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November 16, 2009

Issued to officer

Comments

Officer Issued Weapons Total:

Comments

November 16, 2009

Comments

Issued to Area/Division:

Comments

Comments

November 16, 2009

Comments

Area Grand Total:



800-334-5000

Call For A Pickup!

Account
Number

Date

375-01

FROM (Company)

CHP
Street AddressRADAR UNIT # DC9330 / - Serial #
CASTRO VALLEY21020 REDWOOD RD.
CityCASTRO VALLEY
State Zip Code (Required) Phone Number

CA 94546 510 581 9028

PLEASE PRINT IN BLOCK LETTERS with Blue / Black Ink

TO (Company) WE CANNOT DELIVER TO A P.O. BOX

SAN DIEGO STATE UNIVERSITY

Street Address

1500 CAMPANILE BLVD SAN DIEGO

Suite #

City

9218

SAN DIEGO

State

Zip Code (Required)

CA

92185

Phone Number

(619) 594-7413

Recipient's Name

BK. LAL. TUNMALLA

ASSET # 103417

Shipper's Ref. #

UX015655



B10234102052

Service Options	Billing Information	Weight
<small>If no box is checked, Sunrise Service will be applied. *Minimum charge weight is 0.03 lbs. - Delivery by 5:00 P.M. *Basic delivery times for all services may be later in some areas. Check service guide or visit our website for details.</small>	<small>If none is selected, shipper will be invoiced.</small>	
<input checked="" type="checkbox"/> SUNRISE - BY 10:30 AM*	<input checked="" type="checkbox"/> Bill Shipper's Account	8 oz., Letter or
<input checked="" type="checkbox"/> SUNRISE GOLD - BY 8:00 AM*	<input type="checkbox"/> Bill Other Acct #	Weight lbs.
<input type="checkbox"/> HEAVYWEIGHT**		(Subject to verification)
<input type="checkbox"/> Saturday Delivery - Extra Charge (see Service Guide for details)		Dim weight charge if greater than actual weight
<input type="checkbox"/> HOLD FOR PICKUP		L in. X W in. X H in.
<input type="checkbox"/> This shipment requires a delivery signature		+225 =
<input type="checkbox"/> Declared Value \$ (maximum \$25,000)		
<input type="checkbox"/> \$1800.00		
<input type="checkbox"/> C.O.D. Amount \$ Limit \$10,000 (after C.O.D. tag to package)	<input type="checkbox"/> Secured Payment (Money Order or Certified Check)	
	<input type="checkbox"/> Unsecured Payment (Company Check or Personal Check)	
Driver's Initials	Pick-up Time	Shipper's Signature
Driver's Initials	Shipper's Name	
	A SCHMECK	

CUSTOMER COPY - Online Tracking at ontrac.com



800-334-5000
Call For A Pickup!

Account
Number

Date

10/21/09



B10243667113

Company: **RAPAK UNIT (01/07/32) -> SERVICE #**
et Address: **CASTRO VALLEY**

1020 REDWOOD RD.

ASTRO VALLEY

Zip Code (Required)

Phone Number

A 94546 510 581 9028

PLEASE PRINT IN BLOCK LETTERS with Blue / Black Ink

(Company) WE CANNOT DELIVER TO A P.O. BOX

ON DIEGO STATE UNIVERSITY

et Address

500 CAMPUS DR. RIVERSIDE

a #

City

213 SAN DIEGO

e

Zip Code (Required)

Phone Number

92182 (619) 594-7013

ipient's Name

R. L. MARTINEZ

per's Ref. #

X015655

ASSET # 110611

Service Options	Billing Information	Weight
<small>If no box is checked, Service Service will be applied. Minimum charge weight is 300 lbs. Delivery by 5:00 P.M. Note: delivery times for all services may be later in some areas. Check service guide or visit our website for details.</small>	Bill Shipper's Account Bill Other Acct #	8 oz, Letter or Weight lbs. (Subject to verification)
SUNRISE - BY 10:30 AM* SUNRISE GOLD - BY 8:00 AM* HEAVYWEIGHT** Saturday Delivery - Extra Charge (see Service Guide for details) HOLD FOR PICKUP This shipment requires a delivery signature Declared Value \$ (maximum \$25,000) \$1800.00	C.O.D. Amount \$, Limit \$10,000 (with C.O.D. tag in package) Secured Payment (Money Order or Certified Check) Unsecured Payment (Company Check or Personal Check)	Dim weight charge if greater than actual weight L in. X W in. X H in. +225 =
Driver #	Pick-up Time	Shipper's Signature
Driver's Initials	Shipper's Name	
	A Schmeck	

CUSTOMER COPY - Online Tracking at ontrac.com